

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE (DHMH)
INSTRUCTIONS FOR SUBMISSION OF MEDICAID VERIFICATIONS FOR
CITIZENSHIP AND IDENTITY**

Effective July 1, 2006, federal law requires verification of citizenship and identity as a condition for Medical Assistance (Medicaid) eligibility. Applicants and recipients who declare that they are U.S. citizens must provide proof of both citizenship and identity. In order to ensure that this requirement is met, the Medicaid Program is establishing a database (Central Repository) that will house the information collected on all Medicaid and MCHP applicants/recipients (A/R). This information will be captured through various methods including vital statistic matches, matches with other State and federal databases, and reviews of the citizenship and identity documentation. These instructions are for individuals reviewing citizenship and identity documentation and forwarding copies of those documents to Medicaid's Central Office for inclusion in the database.

LDSS/LHD – Review the citizenship and identity documentation. If it is acceptable, make a copy for the case file and a copy for the Central Repository (CR). Write the **Client IRN** on the CR copy and mail the CR copies **each Friday** to the address below.

Parties Assisting Recipients

MCOs – For current recipients, review the citizenship and identity documentation. If it is acceptable, make a copy for the Central Repository (CR). Write the **Medicaid number** on the CR copy and mail the CR copies **each Friday** to the address below. If you receive documentation from a new applicant, this information must be forwarded to the appropriate LDSS/LHD.

Other parties assisting A/R – Due to confidentiality, DHMH is not able to accept documentation containing personal information on an A/R from another party unless that party is the authorized representative. If you are not the authorized representative, but receive documents verifying citizenship and identity from an A/R, the information must be forwarded to the appropriate LDSS/LHD. If you receive documentation and you are the authorized representative, copies of this information can be forwarded to the CR **each Friday** to the address below, **IF** you have the Medicaid number or Client IRN. Otherwise, it must be forwarded to the appropriate LDSS/LHD.

The copy for the Central Repository MUST have the MEDICAID NUMBER AND/OR the CARES IRN of the Medicaid A/R. This is the only means the Central Repository has for matching documentation with the A/R. If you are not sure whether the documents you received meet the requirements for citizenship and/or identity, or if you have other questions, please call the DHMH Eligibility Policy/MCHP Division at (410) 767-1463 or 1-800-492-5231 option 2 and request extension 1463.

Copies of ALL Central Repository verifications should be mailed each Friday to:

**DHMH Medicaid Verifications
P.O. Box 2075
Baltimore, MD 21203-2075**

PLEASE NOTE: If an A/R was born in Maryland, DHMH is collecting that information through a data match with Vital Statistics. If the Department is able to verify citizenship through Vital Statistics, the A/R **DOES NOT** need to get an actual birth certificate. If the name of an A/R born in Maryland has changed since birth or an A/R was **not** born in Maryland, he/she may call our hotline at 1-866-676-5880 for assistance.

DOCUMENTS TO BE USED AS VERIFICATION OF CITIZENSHIP AND IDENTITY

One of the following documents proves both Citizenship and Identity. (If an A/R was not born in the U.S. and was not a U.S. citizen at birth, he/she must provide one of these 3 documents.):

U.S passport (current or expired);
Certificate of Naturalization (N-550 or N-570); or
Certificate of Citizenship (N-560 or N-561).

If and A/R cannot provide one of those documents, he/she will need to provide one document from each column below:

Proof of Citizenship	Proof of Identity
U.S. birth certificate	Photo ID: driver's license or MVA ID card, school ID, government ID U.S. military ID card or draft record For children under 16 only: School record - such as a report card or a DHR/FIA 604 or 604-A school verification form, nursery or daycare record, or written affidavit signed by parent or guardian (only acceptable if a written statement was not used as proof of citizenship)
Certificate of citizen born abroad: DS-1350, FS-240, FS-545	
ID card for naturalized citizen living in Mexico or Canada: I-179 or I-197	
Final adoption decree for child born in U.S.	
Evidence of U.S. civil service employment before 6/1/76	
Military service record showing U.S. place of birth	
For children under 16 only: record on hospital letterhead or other medical record, created near the date of birth and showing the U.S. place of birth (not including an immunization record)	
Federal or state census record for 1900-1950 showing U.S. citizenship or U.S. place of birth as well as age	
Record showing U.S. place of birth, if created at least 5 years before initial Medical Assistance or MCHP application: record on hospital letterhead or other medical record established at the time of birth; institutional admission papers; signed statement by physician or midwife who attended the birth; Vital Statistics official notice of birth registration; life, health, or other insurance record	
An affidavit (written statement signed under penalty of perjury), which is signed by two individuals who are both citizens and have personal knowledge of the recipient's citizenship. One of the individuals signing must <i>not</i> be related to the recipient. A third affidavit, which is signed by you or your representative, to explain why there is no proof available.	